



Paul E. Patton
Governor

COMMONWEALTH OF KENTUCKY
PERSONNEL CABINET
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Carol M. Palmore
Secretary

December 20, 2002

MEMORANDUM

PERSONNEL MEMO 02- 14

TO: Cabinet Secretaries
Agency Heads
Personnel Executives

FROM:


Carol M. Palmore, Secretary

SUBJECT: Implementation of Workforce Reduction through Attrition

On Wednesday, December 4, 2002, Governor Patton issued an Executive Order directing that the state government workforce be reduced by 1000 employees by December 2003. He further stated that this reduction would occur through attrition rather than by lay-offs. The following is information with respect to the implementation of the Governor's directive.

The baseline from which the reduction will be made is the total number of employees on December 3, 2002. That number is 38,725 and it includes ALL employees (full-time, part-time, interim, merit, non-merit, etc.). Just as all employees, as of December 3, 2002, were included in our baseline number, all employees, regardless of the fund source of their salaries or the type of work they perform, were considered in determining each Cabinet's or agency's pro-rata share of the overall reduction. Each Cabinet has already received its goal with respect to the number of reductions it must make from its December 3, 2002 employment numbers. All agencies in General Government will be receiving this information from GOPM by the first week in January. Please note that if your personnel complement has increased since December 3, 2002, you will need to add those increases to the number of reductions included in the chart that was provided. If you have misplaced your chart or need a breakdown of your employment number by



AN EQUAL OPPORTUNITY EMPLOYER M/F/D

category (full-time, part-time, etc.), please call Lisa Wilhoite at 564-4460 or e-mail her through the global listing.

By January 10, each Cabinet/Agency is requested to submit a written plan (and it does not need to be long) of how it plans to reach its goal during the January - March quarter. Please submit a copy of this plan to Secretary Luallen, State Budget Director Mary Lassiter and me. Please feel free to describe how the planned reductions in your workforce will affect program areas within your Cabinet or Agency. The quarterly goal of any individual Cabinet or agency is subject to prospective adjustment if circumstances warrant.

Attached is a standardized monthly reporting form, along with an instruction sheet, which is to be submitted to Secretary Luallen, State Budget Director Mary Lassiter and me. The monthly report is due by the 10th of the month following the month for which it is being submitted. We plan to place this form on our website for download as a PDF file or as a Microsoft Excel spreadsheet. We will notify you when it is available on our website.

Instructions for Agency Personnel Reduction Form

This form is to be submitted to Secretary Crit Luallen, State Budget Director Mary Lassiter and Secretary Carol Palmore by the 10th of the month following each reporting month.

12/03/02 Baseline: This number represents your total personnel complement on December 3, 2002 and was provided to you during the December 17th Cabinet Meeting or, in the case of a General Government agency, will be verified for you during the first week of January by the Governor's Office.

Reporting Month: By February 10, you should submit the report for January and the reporting month listed should be January and so forth for each succeeding month.

Total Employees: For each calendar month, enter the number of employees (include full time, part time and interim) in your Cabinet or agency at the end of the month.

Reductions/Additions to 12/3/02 Baseline: Enter the number of personnel reductions/additions that occurred within that calendar month. These reductions or additions will be the comparisons with your 12-03-02 baseline personnel total. If you prepare the report as a Microsoft Excel Spreadsheet, the quarterly totals will be calculated for you. Also, the "Total Reductions/Additions to Date" field will populate as data is entered.

Quarterly Reduction Goals: These numbers will be the ones that are approved by the Governor's Office and GOPM after your Reduction Plan is submitted and approved.

Goal for Reduction by Dec. 2003: This number was provided to you during the Cabinet Meeting on December 17, 2002 or, in the case of a General Government agency, will be provided to you during the first week of January.

Comments: A number of Cabinet Secretaries asked for an opportunity to explain the problems that these reductions will cause in their programmatic areas. You may use the comment section for this reason or to discuss why goals were not met or were exceeded during a particular month.

Agency Personnel Reduction Form

Cabinet/Agency _____

*Reporting Month _____

12/03/02 Baseline** _____

	Jan	Feb	Mar	1st Qtr Total	Apr	May	Jun	2nd Qtr Total	Jul	Aug	Sep	3rd Qtr Total	Oct	Nov	Dec	4th Qtr Total	Total Reductions/ Additions to Date
Total Employees (end of month)																	
Reductions/ Additions to 12/3/02 Baseline				0				0				0				0	0

	Jan - Mar	Apr - June	July - Sept	Oct - Dec
Quarterly Reduction Goals				

Goal for Reduction by Dec. 2003	
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Comments:

* To Be Submitted by the 10th of the Month Following the Reporting Month

** Includes Permanent Full Time, Part-Time, Interim, Merit, Non-Merit, etc.